**Graduating AEC Non-Thesis MS Procedures**

All deadlines can be found via the graduate school academic calendar here:   
<http://graduateschool.ufl.edu/graduate-school-calendar/>

**Checklist**

**The following is a checklist put together by the department to help you synthesize the UF records and department level requirements. To make the process simpler, complete the steps in the order listed. If you have any questions regarding the checklist, please feel free to contact the Academic Program Specialist and they will be able to assist you.**

1. Make sure you are registered AEC6912 You must be registered for at least 3 credit hours in fall/spring or 2 credit hours in summer.
2. Check the deadlines for degree application and final exam.
3. Check your unofficial transcript for any errors. If you find an error or an incomplete, let the academic program specialist know.
4. Submit your degree application by the deadline of the semester you intend to graduate. Degree applications do not carry over from semester-to-semester, so if your graduation date has changed, you will need to complete a new application. You will find the application via [One.uf](https://one.uf.edu/)
5. Confirm that your information in GIMS is correct:
   1. Major: Agricultural Education and Communication (AEC) – (AEC\_MS)
   2. Degree Attributes: Non-thesis
   3. Confirm that all committee members (at least a chair and one member) are listed and correct. If the information in GIMS is correct, click ‘verify.’ If it is not correct, contact the graduate program assistant.
6. Defense: To schedule your defense
   1. Send your date, time, project title, and the names of your committee member(s) to the academic program specialist, who will then triple check to ensure that all your information is correct and schedule to send your paperwork to your committee. This is very important so your paperwork is completed in a timely manner.
   2. Send your date, project title, and time to Catherine Clark and she will schedule a room if necessary and send out calendar invitations. If you are defending via zoom, she will send out the zoom link as well.
7. Your defense paperwork will go out to your committee via docusign a day or two before your defense. The committee will sign the forms electronically, and they will automatically return to the Academic Program Specialist.